Corporation for NATIONAL & COMMUNITY SERVICE ★★★★

Senior Corps Project Progress Report and Project Progress Report Lite
eGrants Step-by-Step Instructions

Retired and Senior Volunteer Program (RSVP)
Foster Grandparent Program (FGP)
Senior Companion Program (SCP)

NOTE: These instructions align with the Progress Report (PPR) and Progress Report Lite (PPR Lite) used by grantees using the new standardized performance measures and performance measures module. Any continuation grantees in FGP and SCP that have not yet renewed grants to use the new module use the "legacy" PPR. Any RSVP grantees that have not yet competed for grants continue to use the "legacy" PPR until that time.

OMB Control Number 3045-0033

About the PPR

The Project Progress Report (PPR) and Project Progress Report Lite (PPR Lite) are used to ensure grantees of the Senior Corps programs (RSVP, Foster Grandparent and Senior Companion Programs) address and fulfill legislated program purposes; meet agency program management and grant requirements; track and measure progress to benefit the local project and its contributions to senior volunteers and the community; and to report progress toward work plan objectives agreed upon in the granting of the award.

Purpose

The PPR and PPR Lite will be used to report progress toward accomplishing work plan goals and objectives, reporting volunteer and service outputs, reporting actual outcomes related to self-nominated performance measures meeting challenges encountered, describing significant activities, and requesting technical assistance.

Accessing the Progress Report
This section applies to both the PPR and the PPR Lite.

After logging into eGrants, access the Progress Report from the eGrants home screen by clicking on "Progress Report."

A list of all previous and current CNCS grant awards will be listed. Click on your current grant number to see the Progress Reports available for that award.

After you click on the grant number, a list will display of the Progress Reports available for that award. A status of "Progress Report Initial Entry" indicates that the report has not been submitted to CNCS and is available for you to enter information. Review the reporting date and due date to help select the correct report. Click "Edit" to begin working on the report.

Progress Report Lite Semiannual (PPR Lite)

Progress Report Lite Semiannual, or PPR Lite, is submitted to report on outputs for the first six months of each grant year.

The Progress Report Lite uses tabs, similar to the Performance Measure Work Plan Module. The first Progress Report Lite tab is "General Info." Review the information in the General Information section of this screen to ensure you are working on the correct PPR Lite.

If you are working on the correct PPR Lite, click "Begin." You may also click "Next" to move to the next screen and start working on the PPR Lite. If this is not the correct PPR Lite, click "Cancel" to return to the previous eGrants screen.

The header at the very top of each PPR Lite screen contains your Grant Number, NOFA, Application ID, and Legal Applicant Name.

Additional instructions can be found on the left side of each screen. The instructions can be hidden by clicking the "X." The instructions are identical for both the PPR and PPR Lite. Refer to this document for the most accurate instructions for both the PPR and PPR Lite.

The General Information section includes various pieces of information about this PPR Lite and the grant.

"# of Months Funded" indicates the number of months of the three-year project period that have been completed by the end date of the reporting period for the PPR Lite.

"Status" indicates the status of the PPR Lite you are currently working on.

"Progress Report Initial Entry" means that the PPR Lite has not yet been submitted to CNCS.

"Progress Report Submitted" means that the PPR Lite has been submitted to CNCS but has not yet been reviewed by CNCS.

"Progress Report Reviewed" means that the PPR Lite has been reviewed by CNCS and now includes feedback from CNCS.

"Progress Report Returned for Rework" means that the PPR Lite has been returned to you for changes that are described in the PPR Lite feedback from your CNCS Program Specialist.

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At the bottom of the General Info tab, you will see a list of all PPRs and PPR Lites that have previously been submitted for this grant. You can click on any PPR or PPR Lite in the list to go directly to a PDF of that report.

	Reporting Period	Due Date	Ext. Due Date	Status	View Report (PDF)
1	01/01/2013 - 12/31/2013	01/31/2014		Progress Report Reviewed	PDF Link
2	01/01/2013 - 06/30/2013	07/31/2013		Progress Report Reviewed	PDF Link

PPR Lite: Demographics Tab

The next tab is the Demographics Tab. The Demographics Tab is available for FGP and SCP only. Information entered in this section should be identical to the information entered in the FFR.

On line 1, enter the total number of cumlative volunteer hours for this budget period.

On line 2, enter the total number of active volunteers serving this budget period.

On line 3, enter the dollar amount for the direct benefit ratio requirement volunteer expense (Non-Federal).

On line 4, enter the dollar amount for the direct benefit ratio requirement volunteer expense (Federal).

General Info	Demographics	Progress Report	Summary/Staff Review

Screen Instructions ◄ ✕
Please provide the following information.

Senior Corps PPR Demographics Information

This section contains a list of demographic indicators of interest to CNCS and our stakeholders. Please provide cumulative totals.

	Demographic Information		Value
1	Vol Data Total Number of Cumulative Hours This Budget Period	*	0
2	Vol Data Total Number of Active Volunteers Serving This Budget Period	*	0
3	Direct Benefit Ratio Requirement (FGP/SCP) Vols Expense(Non-Federal) Cumulative Expenses To-Date	*	0
4	Direct Benefit Ratio Requirement (FGP/SCP) Vols Expense(Federal) Cumulative Expenses To-Date	*	0

Save   Back   Next

Click "Next" to move to the next tab.

PPR Lite: Progress Report Tab

The Progress Report Tab is where you enter your progress on achieving the Performance Measure output targets planned in your application. You will use this screen to enter actual outputs for each work plan.

There are two main sections in the Progress Report Tab: Progress Summary and Performance Measure Progress.

The Progress Summary section shows the target unduplicated volunteer numbers that were planned in the application. The "Actual" column calculates information based on the numbers you enter in the Performance Measure

Progress section below. The "Progress" column shows your progress towards achieving the target. This section will populate as you enter the unduplicated volunteer numbers below. To populate the section, click 'Calculate Progress' each time unduplicated volunteer numbers are entered for a work plan.

The Performance Measure Progress section is where data is entered. All work plans will be listed in this section.

Click on the small arrow next to a work plan description to open that work plan and report on your progress. Or, click on the work plan description.

When the work plan is open, a column is displayed, allowing you to enter actual numbers. For the PPR Lite, you do not need to report on outcomes. Enter '0' for any outcome actual.

Moving your mouse over the output will show the description of the measure. You must enter whole numbers, not percentages. The numbers you report should reflect your accomplishments during this reporting period. **Outcomes are not required for the PPR Lite.**

When entering unduplicated volunteers, keep in mind that each volunteer can only be reported in **one** work plan.

For the total number of volunteers contributing, report **every** volunteer who served in the work plan. Actual outputs entered should reflect the work of all Senior Corps volunteers contributing to the work plan.

If you would like to provide any additional information for a work plan, you should provide it in the Grantee Note section. If targets are not on track to be achieved, you must provide an explanation. If the data collection varied from the plan originally described in the instrument description field, explain the variance.

When all information has been entered for the work plan, check the "Done with Section" box. The PPR Lite cannot be submitted until all "Done with Section" boxes have been checked.

If you are reporting on RSVP measure OT1, Other Community Priorities, the target should be 1. To report the Actual for the Output, enter "1" for "yes" if you met the target you set for your project, or "0" for "no" if you did not meet the target set for your project. The numbers for Unduplicated Volunteers, Total Volunteers, and Volunteer Stations should be reported the same way you reported for the other work plans.

When information has been entered for all work plans, click "Next" to move to the next screen.

PPR Lite: Summary/Staff Review Tab

The Summary/Staff Review Tab provides a summary of your PPR Lite. From this screen, you can print your PPR Lite Summary, review your project's progress, enter notes to your Program Officer, and review comments that your Program Officer provided to you in their review of your PPR Lite.

There are two main sections on the Summary/Staff Review Tab: Summary Charts and Performance Measure Progress Summary.

The Summary Charts display in pie charts the actual numbers entered on the Progress Report Tab. Hovering over the various sections of the pie charts will show the actual numbers entered for each work plan.

Summary Charts

100%	100%	100%	100%
Actual Vols by Focus Area	Actual Vols by Objective	Actual Vols by Category Title	Actual % Vols working on results tied to Outcome

Performance Measure Progress Summary shows progress towards meeting the National Performance Measure requirements.

By clicking "Print Complete Note History" you can print all notes you entered in the Progress Report Tab. By clicking "Print PPR Summary" you can print the full work plan report. Notes are not part of the full work plan report.

Performance Measure Progress Summary

Primary Focus Area: Healthy Futures
Federal Share: $340,670

Print PPR Summary   Print Complete Note History

Progress Summary with STATUS:

	Target	Actual	Progress
Unduplicated Volunteers	88	60	68.18 %
Cost per Volunteer	$3,871.25	$5,677.83	

	Target	Actual	Progress
Total Output	324	260	80.25 %

	Target	Actual	Progress
Primary Focus Area	88	60	68.18 %
% Unduplicated Volunteers in Outcomes	88	60	68.18 %
Community Priorities	0	0	0.00 %

At the bottom of the Performance Measure Progress Summary section, each work plan is listed. Use the Overall Grantee Note box to enter any additional information you would like to provide your Program Officer.

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When you are sure you have entered all information correctly, click "Grantee – Submit to CNCS" to submit the PPR Lite.

Progress Report Annual (PPR): General Information Tab

Progress Report Annual is the full report submitted at the end of each grant year. Information reported should reflect activities for the full 12 month reporting period. Outputs reported shoud be cumulative to include the outputs reported in the Progress Report Lite Semiannual.

The Progress Report uses tabs, similar to the Performance Measure Work Plan Module. The first Progress Report tab is "General Info." Review the information in the General Information section of this screen to ensure you are working on the correct PPR.

If you are working on the correct PPR, click "Begin." You may also click "Next" to move to the next screen and start working on the PPR. If this is not the correct PPR, click "Cancel" to return to the previous eGrants screen.

The header at the very top of each PPR screen contains your Grant Number, NOFA, Application ID, and Legal Applicant Name.

Additional instructions can be found on the left side of each screen. The instructions can be hidden by clicking the "X."

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The General Information section includes various pieces of information about this PPR and the grant.

"# of Months Funded" indicates the number of months of the three-year project period that have been completed by the end date of the reporting period for the PPR.

"Status" indicates the status of the PPR you are currently working on.

"Progress Report Initial Entry" means that the PPR has not yet been submitted to CNCS.

General Information	
Grant #	13
Project Name	FC
Grant Year	1
Progress Report Type	Progress Report Annual
Progress Report Amendment #	0
Reporting Period Start Date	01/01/2013
Reporting Period End Date	12/31/2013
Due Date	01/31/2014
Extended Due Date	
# of Months Funded	12
Status	Progress Report Initial Entry

"Progress Report Submitted" means that the PPR has been submitted to CNCS but has not yet been reviewed by CNCS.

"Progress Report Reviewed" means that the PPR has been reviewed by CNCS and now includes feedback from CNCS.

"Progress Report Returned for Rework" means that the PPR has been returned to you for changes that are described in the PPR feedback.

At the bottom of the General Info tab, you will see a list of all PPRs that have previously been submitted for this grant. You can click on any PPR in the list to go directly to a PDF of that PPR.

	Reporting Period	Due Date	Ext. Due Date	Status	View Report (PDF)
1	01/01/2013 - 12/31/2013	01/31/2014		Progress Report Reviewed	PDF Link
2	01/01/2013 - 06/30/2013	07/31/2013		Progress Report Reviewed	PDF Link

PPR: Demographics Tab

The next tab is the Demographics Tab. The Demographics Tab is available for FGP and SCP only. Information entered in this section should be identical to the information entered in the FFR.

On line 1, enter the total number of cumlative volunteer hours for this budget period.

On line 2, enter the total number of active volunteers serving this budget period.

On line 3, enter the dollar amount for the direct benefit ratio requirement volunteer expense (Non-Federal).

On line 4, enter the dollar amount for the direct benefit ratio requirement volunteer expense (Federal).

General Info	Demographics	Narratives	Progress Report	Veterans	Summary/Staff Review

Screen Instructions ◄ ✕

Please provide the following information.

Senior Corps PPR Demographics Information

This section contains a list of demographic indicators of interest to CNCS and our stakeholders. Please provide cumulative totals.

	Demographic Information		Value
1	Vol Data Total Number of Cumulative Hours This Budget Period	*	0
2	Vol Data Total Number of Active Volunteers Serving This Budget Period	*	0
3	Direct Benefit Ratio Requirement (FGP/SCP) Vols Expense(Non-Federal) Cumulative Expenses To-Date	*	0
4	Direct Benefit Ratio Requirement (FGP/SCP) Vols Expense(Federal) Cumulative Expenses To-Date	*	0

Save

Back Next

Click "Next" to move to the next tab.

PPR: Narratives Tab

On the Narratives Tab, complete each narrative with information about your activities during the 12 month reporting period. By clicking on each narrative heading, a text field will display allowing you to enter narrative information. Once any text has been entered in that section, the orange arrow next to the heading will change to a green check mark.

In the Challenges narrative, describe any new challenges affecting your project during the reporting period.

In the Partnership/Collaboration Development narrative, describe efforts to develop partnerships or collaborations with volunteer stations. You should include efforts to develop new stations as well as efforts to garner support (data collection, volunteer training, etc.) from existing stations.

In the Non-Federal Share Development narrative, describe efforts to meet the non-federal share requirement for your project. Include both cash and in-kind resource development that occurred during this reporting period.

In the Other Accomplishments narrative, describe any significant project accomplishments other than your work plan progress that you will report in this PPR.

In the Stories narrative, share any additional stories other than your work plan progress that you will report in this PPR.

Additional documents cannot be attached or uploaded to eGrants. In the List of Additional Documents Sent to CNCS State Office section, list any additional documents you have emailed or mailed to your CNCS State Office. Additional documents might include press clips, recognition event documents, or other documents to supplement the PPR.

Click "Next" to move to the next screen.

PPR: Progress Report Tab

The Progress Report Tab is where you enter your progress on achieving the Performance Measure targets planned in your application. You will use this screen to enter actual outputs, outcomes, unduplicated volunteers, total volunteers, and volunteer stations for each work plan.

There are two main sections in the Progress Report Tab: Progress Summary and Performance Measure Progress.

The Progress Summary section shows the target unduplicated volunteer numbers that were planned in the application. The "Actual" column calculates information based on the numbers you enter in the Performance Measure Progress section below.   The "Progress" column shows your progress towards achieving the target.

The Performance Measure Progress section is where data is entered. All work plans will be listed in this section.

Click on the small arrow next to a work plan description to open that work plan and report on your progress. Or, click on the work plan description.

When the work plan is open, a column is displayed, allowing you to enter actual numbers for your outputs, outcomes, unduplicated volunteers, total volunteers, and volunteer stations. Moving your mouse over the output or outcome will show the description of the measure. You must enter whole numbers, not percentages. The numbers your report should reflect your accomplishments during this reporting period.

When entering unduplicated volunteers, keep in mind that each volunteer can only be reported in **one** work plan.

For the total number of volunteers contributing, report **every** volunteer who served in the work plan. Actual outputs entered should reflect the work of all Senior Corps volunteers contributing to the work plan.

If you would like to provide any additional information for a work plan, you should provide it in the Grantee Note section. If targets have not been achieved or are not on track to be achieved, provide an explanation. If the data collection varied from the plan originally described in the instrument description field, explain the variance.

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When all information has been entered for the work plan, check the "Done with Section" box. The PPR cannot be submitted until all "Done with Section" boxes have been checked.

If you are reporting on RSVP measure OT1, Other Community Priorities, the target should be 1. To report the Actual for the Output, enter "1" for "yes" if you met the target you set for your project, or "0" for "no" if you did not meet the target set for your project. The numbers for Unduplicated Volunteers, Total Volunteers, and Volunteer Stations should be reported the same way you reported for the other work plans.

After completing each work plan, click "Calculate Progress." This will update the Progress Summary section. When all work plans are complete, click "Next" to move to the next screen.

PPR: Veterans Tab

If you have data about veterans and military families, report it on the Veterans Tab. If you do not have that information, simply enter zero in each field. Many projects have veterans information available for some work plans, but not for others. CNCS asks that you report on veterans and military families data when you have the information available.

There are two main sections in the Veterans Tab: Veterans Summary and Veterans Split.

The Veterans Summary section includes numbers in the "Actual" column that are populated based on data entered in the Progress Report Tab.

The Veterans Split section is where data is entered. All work plans will be listed in this section.

Click on the small arrow next to a work plan description to open that work plan and report on your progress. Or, click on the work plan description.

When the work plan is open, columns are displayed, allowing you to enter numbers for outputs, outcomes, unduplicated volunteers, total volunteers, and volunteer stations. The "Actual" column is populated from data you entered on the Progress Report Tab. Moving your mouse over the output or outcome will show the description of the measure. You must enter whole numbers, not percentages. The numbers your report should reflect your accomplishments during this reporting period.

Enter the number of Veterans for each category (output, outcome, unduplicated volunteers, total volunteers). Each entry in this field should be a portion of the number in the Actual column. For example, if you reported 100 for Output H8: Number of homebound or older adults…" You served 100 people in that work plan. Ask yourself the question, "How many of those people were veterans?" Enter data when you have it available. If you do not know, please enter 0.

Enter the number of Veterans' Family Members for each category (output, outcome, unduplicated volunteers, total volunteers). Each entry in this field should be a portion of the number in the Actual column. For example, if you reported for Output H8: Number of homebound or older adults…" You served 100 people in that work plan. Ask yourself the question, "How many of those people were Veterans' Family Members?" Enter data when you have it available. If you do not know, please enter 0.

Measure Type or Resource Type	Measure #	Target	Actual	# who are Veterans	# who are Veteran Family Members	# who are Active duty	# who are Military Family Members	# non VMF served
Output	ED21	600	0					
Outcome	ED23	600	0					
# of Unduplicated Vols		70	0					
# of Total Vols		70	0					

Enter the number of Active Duty Military Service members for each category (output, outcome, unduplicated volunteers, total volunteers). Each entry in this field should be a portion of the number in the Actual column. For example, if you reported 100 for Output H8: Number of homebound or older adults…" You served 100 people in that work plan. Ask yourself the question, "How many of those people were Active Duty Military Service Members?" Enter data when you have it available. If you do not know, please enter 0.

Enter the number of Family Members of Active Duty Military Members for each category (output, outcome, unduplicated volunteers, total volunteers). Each entry in this field should be a portion of the number in the Actual column. For example, if you reported 100 for Output H8: Number of homebound or older adults…" You

Measure Type or Resource Type	Measure #	Target	Actual	# who are Veterans	# who are Veteran Family Members	# who are Active duty	# who are Military Family Members	# non VMF served
Output	ED21	600	0					
Outcome	ED23	600	0					
# of Unduplicated Vols		70	0					
# of Total Vols		70	0					

served 100 people in that work plan. Ask yourself the question, "How many of those people were Family Members of Active Duty Military Members?" Enter data when you have it available. If you do not know, please enter 0.

The number of non Veterans and Military Family Served column (#non VMF served) will populate based on numbers you enter in the previous four columns. If this column populates with negative numbers, there is likely an error in the other data you just entered on this tab.

When all information has been entered for the work plan, check the "Done with Section" box. The PPR cannot be submitted until all "Done with Section" boxes have been checked.

After completing each work plan, click "Calculate Veterans." This will update the Veterans Summary section. When all work plans are complete, click "Next" to move to the next screen.

PPR: Summary/Staff Review Tab

The Summary/Staff Review Tab provides a summary of your PPR. From this screen, you can print your PPR Summary, review your project's progress, enter notes to your Program Officer, and review comments that your Program Officer provided to you in their review of your PPR.

There are two main sections on the Summary/Staff Review Tab: Summary Charts and Performance Measure Progress Summary.

The Summary Charts display in pie charts the actual numbers entered on the Progress Report Tab. Hovering over the various sections of the pie charts will show the actual numbers entered for each work plan.

The Performance Measure Progress Summary shows progress towards meeting the National Performance Measure requirements.

By clicking "Print Complete Note History" you can print all notes you entered in the Progress Report Tab. By clicking "Print PPR Summary" you can print the full work plan report. Notes are not part of the

full work plan report.

At the bottom of the Performance Measure Progress Summary section, each work plan is listed. Use the Overall Grantee Note box to enter any additional information you would like to provide your Program Officer.

When you are sure you have entered all information correctly, click "Grantee – Submit to CNCS" to submit the PPR.

Progress Report Returned for Rework
Information below applies to both the PPR and PPR Lite.

If your Program Officer returns the PPR to you for rework, the PPR can be reviewed to help you understand where to make changes prior to resubmitting. Click on the Summary/Staff Review Tab. Click "Print Complete Note History." A printable PDF will open allowing you to review all notes entered by your Program Officer. The notes should clearly indicate which work plan data or tabs need edited. Go to the appropriate tab to make the necessary changes.

Individual notes from your Program Officer for each work plan can also be viewed on the Progress Report Tab. After clicking to open the work plan, you will see the Program Officer notes displayed to the right of the work plan. You can also click on "Note History" to see the original note that you entered as well as the note from your Program Officer for that work plan. After editing the data in the work plan, you can respond to your Program Officer by entering a new Grantee Note for the work plan. Your Program Officer can review the new Grantee Note and it becomes part of the Note History.

You may also want to enter a new note to your Program Officer in the Overall Grantee Note section of the Summary/Staff Review Tab.

When all edits have been made, click "Grantee – Submit to CNCS" to resubmit the PPR.

Progress Report Reviewed

Information below applies to both the PPR and PPR Lite.

Once your Program Officer has reviewed the PPR, view the PPR to see the Program Officer's feedback. Click on the Summary/Staff Review Tab. Click "Print Complete Note History." A printable PDF will open allowing you to review all notes entered by your Program Officer. The note history will also include all Grantee Notes that you have entered.

A status will be displayed next to each National Performance Measure requirement. A status of "On Track" means that you are on track to meet the target by the end of the three year project period. A status of "Needs Work" means that your Program Officer has reason to think the target may not be met by the end of the three year project period. A status of "Complete" will only be used for the final PPR of the three year Project period. A "Complete" status means that the target was achieved.

The first status is for the total unduplicated volunteers. The second status is for the total output. The third status is for progress on unduplicated volunteers in the three performance measure requirements. For FGP and SCP this only refers to the percentage of volunteers in outcomes. For RSVP, this status is for having at least 25% of the unduplicated volunteers in the Primary Focus Area, at least 10% in outcomes, and no more than 30% in community priorities.

Your Program Officer will also indicate an Overall Status for the entire PPR as well as statuses for each individual work plan.

If a status of "Needs Work" is selected for any part of the PPR, the overall status for the PPR will be "Needs Work."

Individual notes from your Program Officer for each work plan can also be viewed on the Progress Report Tab. After clicking to open the work plan, you will see the Program Officer status and notes displayed to the right of the work plan. You can also click on "Note History" to see the full note history for that work plan.

The full PPR, with statuses from your Program Officer, can be printed from the Summary/Staff Review Tab.